

**GROTON PUBLIC LIBRARY
LIBRARY BOARD MEETING**
Wednesday, February 21, 2018
Groton Public Library
4:00 p.m.

- I. Call to order
- II. Roll call
- III. Public Comments
- IV. Communications
- V. Approval of minutes of the December 20, 2017 Library Board meeting.
- VI. Review of December and January statistics
- VII. Director's Report
 - A. Library Activities
 - 1. The Job Club has an average of 7 attendees each week. Several participants have reported success in their job search. The Library has been invited to offer a seminar at the next job fair sponsored by *The Day*.
 - 2. Passport services continue to be popular. The existing agents were recertified and two additional staff members received the required training. The Library processed 38 passports and received \$950 in fees in January.
 - 3. A committee has been formed to develop a draft of a new Library web page.
 - B. Library Director activities
 - 1. Presented FY2019 budget to Town Manager.

FY2019	\$1,708,499	PERSONNEL: \$1,494,114	OPERATING: \$214,385
FY2018	\$1,711,235	PERSONNEL: \$1,504,062	OPERATING: \$207,173

Operating expenses have increased due to the uncertainty of State funding for borrowIT CT. Several items were moved from the borrowIT CT budget to the general Library budget. By not purchasing several items approved in this fiscal year's borrowIT CT budget, we were able to put aside enough funds to cover the FY19 SIRSI bill. That is the only item that remains in the FY19 borrowIT CT budget. Personnel expenses are lower because union employees received a retroactive raise in FY18 and funds for both FY17 and FY18 were included in the FY18 personnel

budget. We also had two retired staff members who were replaced at lower levels resulting in salary savings.

On February 13, the Town Manager approved the following figures:

FY2019 \$1,708,499 PERSONNEL: \$1,449,114 OPERATING: \$213,725

A vacant full-time Library Assistant position was removed from the budget. Vehicle fuel and maintenance was removed from the operating budget.

2. Met with Connecticut College colleagues to finalize the 2018 one book choice. Negotiations are underway with the author for a September 26 event to be held at Connecticut College.
 3. An all Library staff meeting is planned for Monday, March 26, from 9-11 a.m. The building will be closed to the public until 11 a.m. The main topic will be safety – Groton Town Police will offer a presentation on personal safety, we will discuss office safety via a presentation prepared by the Town's HR Department, and we will address the topic of harassment. Staff will be given an overview of library privacy laws and guidelines and the meeting will be open for general concerns.
- C. Circle of Friends
1. The next COF meeting is February 21 at 5:30 p.m.
 2. The Friends voted to participate in the 12th annual Edible Books Festival to be held April 8 at 1:30 p.m.
- D. Building Activities
1. The Library will host an open house for the Local History Room on February 28 from 2-4 p.m.

VIII. New Business

- A. Election of officers for 2018. The following candidates were nominated at the December 20 Board Meeting:
- Chair-Marie Shaw
Vice Chair-Katherine Brighty
Secretary- Laurel Butler

IX. Old Business

- A. Update from SIRSI on using alternative ID in lieu of 14-digit library card number.

X. Adjournment